

# City of Hutto Special Events Information

## ***1. What is considered a Special Event?***

A Special Event is a planned, temporary grouping of people or attractions for a common purpose – such as street fairs, arts and crafts shows, rallies, public entertainments, or other similar events or attractions, that:

1. are conducted primarily outdoors; and
2. interfere with the normal flow or regulation of pedestrian or vehicular traffic; or
3. require special City services – including, but not limited to, street closure, provisions of barricades, refuse services, stages, special parking arrangements, special electrical services or special police services or protection.

If your event fits within this definition, you will need a Permit.

## ***2. Are there any exceptions to the permit requirement?***

There are some exceptions:

1. events requiring the approval or sanctioning of, or are officially sponsored by, the City, Hutto Independent School District, Texas State University or Williamson County;
2. an event wholly contained on property specifically designed or suited for the event and which holds a certificate of occupancy for such use – including adequate parking;
3. funeral processions;
4. block parties as defined in section 4.501 of the Code of Ordinances of the City

## ***3. What is necessary for the Application?***

An Application for a Special Event Permit must contain the following information:

1. the name, address, and telephone number of the Person seeking to conduct the Special Event;
2. if the Special Event is to be held for or by an organization, the name, address and telephone number of the headquarters of the organization and name and address of the authorized representative(s) of such organization;
3. if the Special Event is to be held by or for any Person other than the Applicant, the Applicant shall file a written statement from that other Person showing authority to make the Application;
4. the name, address, and telephone number of the Person who will be the Special Event chairperson and who will be responsible for its conduct;
5. the proposed location and parking areas for the Special Event;
6. the approximate number of people who will be attending and, if applicable, the number and types of animals and vehicles which will constitute such Special Event;
7. the location, size and number of stages, seating, tents, awnings, canopies, food service booths, first aid stations, portable restrooms or other temporary structures shall be shown;

8. if food or beverages will be served or sold, include copies of any licenses or permits issued by the appropriate agencies for such vendors;
9. details for any planned signage shall be included;
10. when loudspeakers will be used, the location and orientation of those speakers shall be shown;
11. the date(s) and time(s) the Special Event will start and terminate;
12. the time at which on-site activities in preparation for the Special Event will begin;
13. the proposed location of entrances and exits and a plan of evacuation in case of emergency;
14. if any portion of the Special Event is to be held on private property, including parking, written permission for the holding of the Special Event or parking from the owner of the property or his authorized representative;
15. copies of permits and agreements with all City departments, county officials or state agencies, other than the Building Inspection Department shall be included with the application for a Special Event Permit;
16. if required as set forth in section 4.423, a copy of a certificate of insurance that complies with the requirements set forth in such section;
17. if required as set forth in section 4.425, a copy of the surety bond that complies with the requirements set forth in such section; and
18. any other information which the City Manager shall find necessary under the Standards for Issuance.

The Application Form, if filled out completely, will provide the necessary information for processing.

#### ***4. Is there a fee for the Permit?***

Yes, there is a \$50.00 Application fee, and there may be insurance, bonds, other fees or permits that must be secured in order to have the Special Event.

#### ***5. Are there conditions that must be met in order for the Permit to be issued?***

A Permit will be issued if the City Manager is satisfied that the Special Event will be conducted in such a way that:

1. it won't substantially interrupt the safe and orderly movement of traffic;
2. won't require the diversion of so many police officers to properly police the event that it unduly interferes with normal police protection;
3. won't require the diversion of so great a number of fire personnel so as to unduly interfere with the normal provision of fire protection;
4. the concentration of people, animals and vehicles in parade assembly points won't unduly interfere with fire, police or EMS services to the Parade route and areas near the Parade route and assembly and disbursement areas;
5. won't interfere with the efficient response movement of firefighting equipment and services en route to a fire;
6. is unlikely to cause injuries or property damage;

7. will provide adequate sanitation and other required health facilities made in or adjacent to any public assembly areas; and
8. provides for sufficient parking places at the parade site to accommodate the number of vehicles reasonably expected to be parked in accordance with subsection 4.607 or the Applicant has made adequate arrangements for off-site parking and transfer of attendees.

#### **6. When will a Permit not be issued?**

The City Manager may deny a Special Event Permit if:

1. it conflicts in time/location with another Special Event, Parade or assembly for which a Permit has already been granted;
2. the Applicant fails to comply with or the Special Event will violate an ordinance of the City or any other applicable law;
3. the parade application contains false or misleading statement or omissions of material fact;
4. the Applicant has been convicted of violating this Section, has had a Special Event Permit revoked within the preceding twelve (12) months, or has failed to pay any additional costs assessed by the City for a previous Special Event within the previous two (2) years;
5. the Applicant fails to provide proof of a license or permit required by this Section or another City ordinance or by state law;
6. in the opinion of one or more City department directors, the parade would unduly affect the delivery or performance of normal services – including previously scheduled construction or maintenance services or emergency services – or constitutes a public threat;
7. the Applicant is unable or unwilling to provide any required insurance or surety bonds that may be required under this Section;
8. the Applicant is unable or unwilling to pay any additional costs as may be required by the City Manager;
9. the Applicant fails to submit a complete Application or fails to provide any additional information requested by the City Manager; or
10. the proposed date or time for the Special Event or the location of the Special Event or parking for such Special Event would unduly interfere or disrupt the educational activities of a school when such school is in session.

The City may also revoke a permit as follows:

1. in the event that the City officials or their designated representatives find that provisions of this Section, another City ordinance or state law are being violated, they shall immediately notify the City Manager, and the permit shall be revoked;
2. when, in the judgment of City officials or their designated representatives, a violation exists which requires immediate abatement, they shall have authority to revoke a Special Even Permit in the absence or unavailability of the City Manager; or
3. the Applicant made or permitted to be made a false or misleading statement or omission of material fact on an application for a Special Event Permit.

***7. What can I do if my application is denied?***

If the City Manager does not issue the Permit, the Applicant may appeal the denial to the City Council by filing a notice of appeal with the City Secretary within five (5) days after receiving the notice of denial. The City Council shall then hear the appeal as soon as practicable (usually the next regularly schedule Council meeting) and its decision is final.

***8. Will the City provide clean up after the event and will that be an extra cost?***

No. Cleaning up after the event is the applicant's responsibility.

***9. Can non-citizens get a permit for an event planned inside the city limits?***

Non-residents are subject to the normal provisions of this ordinance and procedure.

***10. Do I have to be part of some organization to get a permit?***

No.

***11. Can alcohol can be available at the event?***

Yes, generally, but you have to follow the requirements of the appropriate agencies, such as the Texas Alcohol Beverage Control Board.

***12. Where do I submit the completed application?***

Completed applications should be submitted to the Hutto Police Department, 401 W. Front St., Hutto, TX 78634.